

**U.S. Department of Energy  
Technical Qualification Program**

# ***Emergency Management Topical Area***

## **Study Guide**

<p><b>Section 3.0 Administrative</b></p>
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**May 1996**



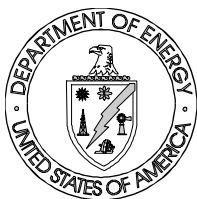
**Competency 3.1 Emergency Management personnel shall demonstrate a working level knowledge of Departmental emergency management roles and responsibilities.**

**1. Supporting Knowledge and Skills**

- a. Explain the emergency management roles and responsibilities of the organizational elements of the Department (Field element, Program Office, others).
- b. Describe the roles and responsibilities of the Department in support of the Federal Response Plan, the Federal Radiological Emergency Response Plan, and the National Contingency Plan.
- c. Discuss the emergency management relationships of other federal agencies and local, state, and tribal organizations to the Department.
- d. Discuss the emergency notification and communication requirements and procedures between the Department and other federal, local, state, and tribal organizations.
- e. Explain the Department's role in international emergency management activities.
- f. Explain the roles of non-government organizations such as the Training Resources and Data Exchange emergency management special interest group, the National Coordinating Council on Emergency Management, and the National Emergency Management Association relative to the Department's emergency management activities.

**2. Self-Study Activities (corresponding to the intent of the above competency)**

- NOTES: • The DOE Orders are in a state of transition. Please refer to the following gopher site for a cross reference of new and old Orders:  
<gopher://VM1.HQADMIN.DOE.GOV:70/00/doemenu1/directiv/251cross.asc>



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- Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	<a href="http://cted.inel.gov/cted/index.html">http://cted.inel.gov/cted/index.html</a>	DOE Standards, Guides, and Orders.
U.S. House of Representatives	<a href="http://law.house.gov/cfr.htm">http://law.house.gov/cfr.htm</a>	Searchable Code of Federal Regulations

**Read** the DOE policy and concept of emergency operations, pages 2 through 7, and **scan** the responsibilities section, pages 7 through 29, of DOE Order 5500.1B, *Emergency Management System*.

EXERCISE 3.1-A In the context of DOE's concept of operations for the Emergency Management System (EMS), describe the three major provisions of the EMS. (Note that this is the same as Exercise 1.5-B.)

EXERCISE 3.1-B What is the primary responsibility of each of the following key emergency response positions?

- Head of the field element
- Program Secretarial Officers
- The director of the HQ emergency management team (EMT)

**Read** the tables of contents in the Federal Response Plan (for Public Law 93-288, as Amended) and the Federal Radiological Emergency Response Plan.

EXERCISE 3.1-C State the purpose of the Federal Response Plan and the objective of the Federal Radiological Emergency Response Plan.

EXERCISE 3.1-D In the Federal Radiological Emergency Response Plan, locate and identify DOE's two primary responsibilities for radiological monitoring and assessment.

EXERCISE 3.1-E In the Hazardous Materials Annex of the Federal Response Plan, locate and identify DOE's responsibilities as a support agency.



**Review** the responsibilities section, pages 7 through 29, of DOE Order 5500.1B, *Emergency Management System*; the notification requirements described in DOE Order 5000.3B, *Occurrence Reporting and Processing of Operations Information*.

- EXERCISE 3.1-F** Within the section on responsibilities and authorities of the head of the field element in DOE Order 5500.1B, highlight those paragraphs which address external agencies. (Note that this is the same as Exercise 1.5-D.)
- EXERCISE 3.1-G** What are the requirements in DOE Orders 5500.2B and 5000.3B for oral and written notification by the site/facility to off-site agencies (regional, Federal, state, tribal, and local) for emergencies? Which Order's requirements take precedence? (Note that this is the same as Exercise 2.4-F.)
- EXERCISE 3.1-H** Describe the activities of the following organizations: TRADE, NCCEM, and NEMA.

### **3. Summary**

Review DOE Order 5500.1B, *Emergency Management System*.

### **4. Exercise Solutions**

- EXERCISE 3.1-A** In the context of DOE's concept of operations for EMS, describe the three major provisions of the EMS. (Note that this is the same as Exercise 1.5-B.)
- ANSWER 3.1-A**
1. The development, coordination, etc., of emergency plans and procedures
  2. Ensuring the readiness of all DOE capabilities in responding to operational, energy, and continuity of government (COG) emergencies
  3. The management, coordination, and direction of responses to emergencies



EXERCISE 3.1-B      What is the primary responsibility of each of the following key emergency response positions?

- Head of the field element
- Program Secretarial Officers
- The director of the HQ EMT

ANSWER 3.1-B      1. Head of the field element - To establish and maintain an effective, integrated emergency preparedness program.

2. Program Secretarial Officers - To ensure the preparation and maintenance of plans, procedures, and capabilities for responding to emergencies affecting their areas of cognizance.

3. The director of the HQ EMT - To provide guidance and direction for the EMT and serve as HQ's principal point of contact for external offices and agencies.

EXERCISE 3.1-C      State the purpose of the Federal Response Plan and the objective of the Federal Radiological Emergency Response Plan.

ANSWER 3.1-C      The Federal Response Plan establishes an architecture for a systematic, coordinated, and effective Federal response; specifically the plan does the following:

“1. Establishes fundamental assumptions and policies;

2. Establishes a concept of operations that provides an interagency coordination mechanism to facilitate the immediate delivery of Federal response assistance;

3. Incorporates the coordination mechanisms and structures of other appropriate Federal plans and responsibilities into the overall response;

4. Assigns functional responsibilities to appropriate Federal departments and agencies;

5. Identifies actions that participating Federal departments and agencies will take in the overall Federal response, in coordination with the affected State” (Federal Response Plan, page 2).



The Federal Radiological Emergency Response Plan establishes an organized and integrated capability for timely, coordinated response by Federal agencies to peacetime radiological emergencies; specifically the plan does the following:

- “1. Provides the Federal Government's concept of operations based on specific authorities for responding to radiological emergencies;
2. Outlines Federal policies and planning considerations on which the concept of operations of this Plan and Federal agency specific response plans are based;
3. Specifies authorities and responsibilities of each Federal agency that may have a significant role in such emergencies” (Federal Radiological Emergency Response Plan, page I-1).

EXERCISE 3.1-D      In the Federal Radiological Emergency Response Plan, locate and identify DOE's two primary responsibilities for radiological monitoring and assessment.

ANSWER 3.1-D      “1. Initial response coordination  
2. Transition of response coordination” (Federal Radiological Emergency Plan, pages II-8 through II-9)

EXERCISE 3.1-E      In the Hazardous Materials Annex of the *Federal Response Plan*, locate and identify DOE’s responsibilities as a support agency.

ANSWER 3.1-E      “1. Direct response actions for releases of hazardous materials from its vessels, facilities, and vehicles  
2. Provide advice in identifying the source and extent of radioactive releases relevant to the National Contingency Plan, and in the removal and disposal of radioactive contamination” (Federal Response Plan, page ESF #10-17).

EXERCISE 3.1-F      Within the section on responsibilities and authorities of the head of the field element in DOE Order 5500.1B, highlight those paragraphs which address external agencies. (Note that this is the same as Exercise 1.5-D.)



ANSWER 3.1-F

- w(6)
- w(10)(c) and (d)
- w(11)(a) and (b)
- w(13)
- w(18)
- w(26)(a) 3 and 4
- w(26)(b)

EXERCISE 3.1-G

What are the requirements in DOE Order 5500.2B and 5000.3B for oral and written notification by the site/facility to off-site agencies (regional, Federal, state, tribal, and local) for emergencies? Which Order's requirements take precedence? (Note that this is the same as Exercise 2.4-F.)

ANSWER 3.1-G

From DOE Order 5500.2B: To off-site agencies within 15 minutes of categorization and in writing in accordance with approved agreements or emergency procedures

From DOE Order 5000.3B: To off-site agencies within 15 minutes of categorization (if DOE Order 5500.2B is invoked for an emergency) and in writing within 80 hours

DOE Order 5500.2B takes precedence. Consult your local SME for further interpretation.

EXERCISE 3.1-H

Describe the activities of the following organizations: TRADE, NCCEM, and NEMA.

ANSWER 3.1-H

TRADE is the Training Resources and Data Exchange, operated by the Oak Ridge Associated Universities under contract to the Department of Energy. TRADE serves as a forum for the exchange of training information and practices among DOE contractors, to improve the quality of training and to realize cost-savings by sharing courses developed at one location across the complex. TRADE operates a number of Special



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**Interest Groups.** The Emergency Management Issues Special Interest Group (EMI SIG) provides a forum for the emergency management community and develops products and sponsors training throughout the year.

NCCEM is the National Coordinating Council on Emergency Management. This organization consists of emergency management professionals from all levels of government (local, state, Federal), military, and industry. In 1992, NCCEM initiated a program that certifies emergency managers. Certification is based on the experience, education, and contributions of the candidate to the profession and requires continuing education to maintain.

NEMA is the National Emergency Management Association, made up of the State Emergency Directors and Emergency Directors of the Trust Territories. This organization coordinates efforts among the States and Territories and focuses on FEMA activities and influencing Federal policy on emergency management.